



Invacuation Policy & Procedures Offenham C.E. First School

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing intermittent bursts of a whistle – three then a space repeated (all staff to have a whistle on their lanyard).

Procedures:

Follow the CLOSE procedure:

Close and lock all windows and doors
Lights off and close blinds
Out of sight and minimise movement
Stay silent and avoid drawing attention
Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside, and the locking of all doors leading to outside.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
4. In some circumstances it may be necessary to go into the Hall where children will be seated against the wall bars nearest the technology room.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support children in keeping calm and quiet.
5. Staff to remain in lockdown positions until informed by senior staff that there is an all clear.
6. As soon as possible after the lock down teachers return to their classrooms and

conduct a register and immediately notify the office of any pupils not accounted for.

Staff Roles:

1. HT/Office staff to initiate whistle blasts, ensure that the office is locked and if necessary call the police.
2. Head/Deputy to check all doors leading to outside spaces are locked.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.
4. Ensure that staff members take action to increase protection from further danger:
 - Block access points.
 - Sit on the floor, under tables or against the wall.
 - Keep out of sight and draw blinds/curtains to avoid detection.
 - Put mobile phones on silent
 - Turn off lights and computers.
 - Stay away from windows and doors.
5. Remain inside the classroom or Hall until the all clear signal has been given or unless told to evacuate by the emergency services.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents will be told:

'..the school is in a full lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform them of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Regular Lockdown drill practices will take place throughout the year.

Policy reviewed Autumn 2025 by staff and governors at Offenham CE First School.

To be reviewed Autumn 2026.